

Administrative Professional Association

Minutes of Meeting
Tuesday, August 14, 2018
2:00 PM

Members Present: Sue Brandt; Patricia Hampton; Maurice Koffman; Erik Maillard; Martin McDonough; Erica Phillipich; Deb Porter; Nicole Proctor-Kanyama; Todd Ring; Leo Sell; Dennis Seybert; Kandy Slack; Melanie Waltz

CALL TO ORDER

Maury Koffman called the meeting to order.

APPROVAL OF AGENDA

Agenda of August 14, 2018 Meeting

Deb Porter moved to approve the agenda for August 14, 2018, as distributed. The motion was seconded by Martin McDonough and approved.

APPROVAL OF MEETING MINUTES

Minutes of June 19, 2018 Meeting

Erik Maillard moved to approve the minutes for June 19, 2018, as distributed. The motion was seconded by Kandy Slack and approved.

Official Guest(s)

Presidents Report

Maury Koffman presented his report with discussion occurring regarding member issues, meetings and board policies.

Treasurers Report

Erica Phillipich presented the monthly treasurers report and the proposed 2018-2019 budget.

Erica Phillipich moved to approve the 2018-2019 APA Proposed Budget. The motion was seconded by Nicole Proctor-Kanyama and approved.

Leo Sell moved to approve revisions to the APA Expense Reimbursement Guidelines. The motion was seconded by Patricia Hampton and approved.

Committee Reports

Communications/Public Relations – Sue Brandt provided the board with the 2018-2019 Newsletter Timelines Chart projecting content due dates and newsletter releases.

Community Bases Events – Sue Brandt updated the board on coming events –

- MSU Volleyball vs Penn State – September 28, 2018 – 7 pm
- APA Annual Coat Drive – October 1-19, 2018
- MSU Homecoming parade – October 5, 2018

Election – Sue Brandt indicated information was now on the APA website.

Finance – Erica Phillipich updated the board on the committee recommendations to the APA Expense Reimbursement Guidelines.

Legislative – Erik Maillard requested board impute on the upcoming meetings and communications.

Membership – Dennis Seybert presented the 2018 Prospective Area Representatives.

Deb Porter moved to approve the 2018 Prospective Area Representatives. The motion was seconded by Kandy Slack and approved.

UniServ Report

Melanie Waltz presented the UniServ report including Grievances, Outreach/Training, Joint Health Committee Coalition (JHCC), and “More You Know” schedule and member issues.

MEMBER QUESTIONS, COMMENTS, AND CONCERNS BUSINESS AND DISCUSSION ITEMS

MSU campus IT and Communications Alignments Update

Discussion occurred regarding the IT Services integration. Questions pertaining to process, skill sets, estimated timelines and who will be affected were all part of the conversation.

Joint Health Committee Coalition (JHCC) Update

Melanie Waltz updated the board on JHCC discussion occurring regarding Best Doctors, Behavioral Health Mobil App, Health Navigator, and Specialty Drugs as well as the Teledoc program.

Changes to MEA Statewide Zones

Maury Koffman updated the board with discussion occurring around the move from 4 to 3 MEA zones approves at the MEA RA.

APA MSU Board of Trustee Candidate Event Review

Maury Koffman and Erik Maillard updated the board on the success of the MSU Board of Trustee Candidate event.

NCUEA, Racial and Social Justice, NEA Representative Assembly and MEA Summer Leadership Training

Maury Koffman, Martin McDonough, Sue Brandt, Dennis Seybert, Patricia Hampton and Deb Porter updated the board on the many workshops, caucuses and proceeding occurring at the conferences.

ANNOUNCEMENTS

Upcoming Board Meetings:

September 11, 2018

Upcoming APA Events:

MSU Volleyball vs Penn State – September 28, 2018, at 7pm

APA Annual Coat Drive – October 1-19, 2018

Executive Session

ADJOURNMENT

Nicole Proctor-Kanyama moved to adjourn. The motion was seconded by Erik Maillard and approved. Meeting was adjourned.

8H Coordinating Council

Meeting minutes are respectfully submitted by,

Deb Porter